

WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM BOARD MINUTES
February 17 2009

PRESENT: Jo Kapfhammer, Sharon Leair, Gay Alberts Ruby, Fritz Ruf, Jeff Steliga, Peter Wolff

ABSENT: Jeff Fowle

EX OFFICIO: Tom Hennen, System Director; Heidi Cox, APL Representative

OTHERS: Claudia Backus, Library Services Specialist; Bill Duckwitz, County Budget Analyst; Nancy Fletcher, PR & Special Needs Librarian; Sandy Jaeger, System Secretary

Gay Alberts Ruby, the Chair, called the meeting to order at 6:35 p.m. at the Waukesha Public Library. There were no comments from the public. A Ruf/Wolff motion to approve the January minutes passed unanimously.

FINANCIAL REPORT AND ACTION ON THE BILLS

Tom Hennen explained that Fund 105 payments to adjacent counties totaled \$1,543.32, which was approximately \$600 less than budgeted because several communities did not place a claim. A Wolff/Steliga motion to pay the Fund 105 Bill List for \$1,543.32 and the Fund 110 Bill List for \$59,641.01 passed unanimously.

Tom reported that van delivery costs were not as high as they could have been, and we spent less on the WAN because of a state subsidy. A Steliga/Ruf motion to receive and file the financial report passed unanimously.

REPORTS

APL Representative's Report: Heidi Cox, director of the Town Hall Library in North Lake, will share the APL representative's duties with Alli Chase, of Eagle this year. The new Town Hall Library will open in July; the walls are up, they are working on the roof and windows, and still fund raising. The current building is 3,600 square feet, but there will be 15,000 square feet after the building project. APL discussed trying to perfect the registration process. Most people don't know where they live, that is they confuse their mailing address with the municipality. Another topic of discussion was how to handle patrons with a bad history of delinquent fines. The consensus was to deal with this on a case-by case basis, but you cannot single them out. Baker & Taylor, the largest book wholesaler that libraries deal with, has begun to add a 1% surcharge on every box of books shipped.

WCFLS Staff Reports: Claudia Backus reported that last week the Kid's Choice votes came in. The award ceremony was held at Swanson School this year, with 240 fourth and fifth graders in attendance. Marcel Feenstra, goalkeeper for the Milwaukee Wave, who sponsors our event, announced the winner: *Diary of a Wimpy Kid*. To vote, a kid had to read five of the books on the ballot; 1,032 kids voted, and more participated, but didn't complete five books. Kids also suggested books they would like to see on next year's ballot. Nancy Fletcher reported that we still have not heard about LSTA funding. They have not passed the budget in Washington DC. Although we have held some preliminary meetings for the LSTA health information and literacy grant, we cannot spend funds yet. Tom added that this is a frequent occurrence.

System Director's Report: Tom Hennen reported that the Executive Committee of the County Board asked WCFLS to make a presentation, not because there was any crisis, they just wanted to hear about what we are doing. Nancy and Laurie made a brilliant presentation on business marketing. Tom has made this presentation during budget meetings, but it's a good "what you are getting for your money" talk. Gay Alberts Ruby (System Board), Nancy Fletcher (WCFLS staff), Nancy Massnick (Hartland library director) and Tom Hennen (WCFLS staff) attended Library Legislative Day. The phrase "a 0% funding cut is the new increase" was frequently heard. Board members talked about good ways to deal with legislators. Gay presented a resolution and Tom presented an award thanking Jeff Steliga for his efforts on behalf of libraries in Waukesha County. Jeff responded that, "I've enjoyed working with everybody and it's been fun. Six years have gone by very quickly. I have met some extraordinary people. The County Board members have been really good and dedicated." He added that he would be willing to serve on a future Act 150 committee, if needed.

Strategic Plan: The County asked WCFLS to submit a strategic plan by February 27, parts of which will be included in the County budget book. Luckily, we had a Board meeting scheduled during that timeframe at which the System Board could approve such a document. This plan has been updated from the July 2007 version; new goals include a review of CAFÉ effectiveness and developing a plan for the WCFLS fund balance. Fritz asked which libraries were *not* in CAFÉ? Jeff replied that New Berlin and Menomonee Falls were not members. Fritz wondered what was meant by activities with "other types of libraries." Tom explained that meant school, academic, or medical libraries. For example, we do interlibrary loan with local schools, colleges, universities and hospitals, and promote the summer library program and the Kids' Choice program with the schools. Continuing education programs that we sponsor through the Library Council are available to school and medical librarians as well as public librarians. Fritz asked about van delivery volume. Tom responded that there has been an eightfold increase since 2002. A Ruf/Leair motion to approve the *WCFLS Strategic Plan 2008 – 2010* passed unanimously.

Annual Report: The libraries have experienced some difficulties filing their annual reports this year. Al Zimmermann, of the Division for Libraries, Technology, and Community Learning, who coordinated the library annual reports at the state level, has retired after 35 years of service to the Wisconsin library community. There have also been problems with the software used by the libraries to file their annual reports online. Since Tom's time hasn't been taken up with assisting libraries with their annual reports, he was able to complete WCFLS' annual report to the state early this year. However, our second report, which includes member library information, is not yet available. We do not receive our final 2009 state aid payment until these reports are filed. A Wolff/Ruf motion to approve the *WCFLS 2008 Annual Report* passed unanimously.

Summer Library Program Performer Contracts: Last month, Sharon Leair asked about making the contracts more restrictive. She felt the language regarding prorating fees if the performer missed a performance or came late, was too vague. Danni Caldwell, of the Corporation Counsel's office, said that it was to our advantage to leave the language as it is. Sharon accepted that. WCFLS contracts with three performers to do 16 performances each. Some libraries hire other performers on their own. Heidi added that libraries really appreciate this service, they get three performances that they don't have to worry about scheduling for themselves, the price is right, and Claudia always selects a good mix of types of programs. Claudia added that the performers benefit as well, even though they give us a discount, they have 16 jobs lined up in one geographical area. A Steliga/Kapfhammer motion to approve the summer library program performer contracts passed unanimously.

WCFLS Bylaws: Gay reminded everyone that they should have read the bylaws for this meeting. She noted a couple of things we should do differently from now on. We actually should have our elections in January, not December. Sharon added that (page 11, article 3, section 4) "when any Board member fails to attend four consecutive meetings," the position may be declared vacant and the member be removed. Fritz approved the brevity and clearness of the bylaws and moved for re-approval, but Peter said that you couldn't do that. Gay challenged board members to attend one other library-related activity during the year and share it with the rest of us. Board members agreed that sounded reasonable. Jo Kapfhammer asked for a list of acronyms, which Tom promised to provide. Fritz brought up some kinds of problems libraries deal with, such as how to deal with people who are delinquent paying their fines. Heidi replied that when they get to a certain point, the person could be barred from checking out further items and other WCFLS libraries would honor that bar. There has also been discussion among libraries about the right way to go after the people who have huge fines. For example, does a library use a collection agency? The local police? In a tight-knit community, simple peer-pressure may be enough. Another problem is that people registering for library cards often did not know what jurisdiction they live in (for library purposes). Tom explained that Mellanie has set up a program where the library staff person types in the applicant's address, and it tells you where they live. This is crosschecked by both library staff and by the System staff on a regular basis.

New Issues: Nancy Fletcher gave a presentation on 2nd Life, a virtual reality where individuals can meet others, take classes, and have fun. Board members were fascinated at the possibilities.

A Ruf/Kapfhammer motion to adjourn at 7:50 p.m. passed unanimously.

Minutes prepared by Sandy Jaeger
WCFLS SECRETARY

Respectfully Submitted:

Fritz Ruf
BOARD SECRETARY